

APPENDIX 2

State of Hawai'i
Department of Land and Natural Resources
Division of Aquatic Resources
1151 Punchbowl St., Rm. 330
Honolulu, Hawai'i 96813

Instructions for Applications for access to The Northwestern Hawaiian Islands State Marine Refuge

General Instructions:

*** NWHI State Marine Refuge permits issued by the Board of Land and Natural Resources allow entry into State waters only (0-3nm), and do not confer any right of entry onto emergent land in the NWHI. For entry onto land and near-shore waters overlapping State jurisdiction, a separate permit is required from the U.S. Fish and Wildlife Service. For entry onto land at Kure Atoll Wildlife Sanctuary, a permit from the State Division of Forestry and Wildlife is required.**

*A project is defined as:

Any activity in the NWHI State Marine Refuge which has been determined to be compatible with Hawai'i Administrative Rules, Chapter 60.5 and the goals and objectives of the Refuge that requires a permit.

* Permits are good for a limited term (normally 6 months, but not longer than one year). If a project is proposed to span over two or more consecutive calendar years (e.g. September 2006 to March 2007) then the Permittee must apply for and obtain a Permit for each calendar year within which the work will be done.

*If you plan to collect samples for another project or share your samples with another individual, then that individual needs to be listed on the permit and the proposed uses of the samples need to be described.

*If your project will use the services of a motor or sailing vessel, the Commanding Officer of that vessel must apply for a Special Use Permit for the vessel to be used as a support platform for other permitted activities.

*Every block of the Application must be filled. If the block does not apply to the work that you are proposing to conduct within the State Marine Refuge, put "N/A" in the block. Answer all questions in a detailed manner – you may also attach other relevant documents. Use "mm/dd/yyyy" format for all dates. Only type-written Applications will be accepted -- no hand-written applications, please. When you indicate that additional information is attached, please note the corresponding question number on the attached information.

Page 1: Type of Permit & dates -- select the type of permit under which your project falls and give proposed dates for your activity.

Section A: Applicant Information

1. Who is the Project Leader? This is the person who will take full responsibility of all actions conducted in the State Marine Refuge, see that all data and samples are handled correctly, and see that all reports are provided in a complete format and on time. The Project Leader must provide his/her CV or Resume with the application.
2. What is the Mailing Address of the Project Leader? What are the Telephone and Fax numbers and Email address of the Project Leaders?
3. What Institution/Department or Agency/Sponsor/Company is the Project Leader working for with respect to the proposed project? In other words, who does the Project Leader represent? If you, the Project Leader, are a graduate student, who is your major professor, and what is his/her affiliation, phone number, and email address?
4. List all individuals, including their Institution/Department or Agency/Sponsor/Company, phone number, and email address, who will conduct data/sample collection or analysis for the proposed project. A CV or Resume for each individual working on the proposed project must be attached.
5. What is the title of the proposed project? This must be a concise title that describes the work to be conducted and the proposed outcome of that work.
- 6 & 7. Sign and date the Application in blue or black ink before submitting it to the State of Hawai'i Department of Land and Natural Resources (DLNR), Division of Aquatic Resources (DAR), for review.

Section B: Project Information

- 8 (a). Check the appropriate boxes and use the space below to specifically describe the location(s) where data and/or sample collection will be conducted. Include specific islet names, physical descriptions, GPS coordinates, habitats, and depths as applicable. Attach a map with all specifics designated.
 - (b) check the appropriate boxes .
 - (c) list specimens of organisms and/or objects that will be collected. Give the common name, scientific name, number and size of specimens and collection location(s).
 - (d) describe fully what will be done with any collected specimens after the project has ended.
 - (e) specify whether collected organisms will be kept alive after collection and if appropriate, check the boxes. Describe how organisms will be housed.
9. Fully describe the purpose, need and scope of the activity and provide complete details and project proposals. Answer all questions in a detailed manner. *Attach additional sheets as necessary.*

10. Give reasons why your activity must take place in the NWHI and why it cannot be carried out in the Main Hawaiian Islands or elsewhere. Describe how the project will benefit management of the NWHI Marine Refuge and the greater Hawaiian archipelago, and attach additional sheets as necessary. Describe what impacts your activities will potentially cause to the NWHI Marine Refuge (including transport) and attach additional sheets as necessary.

Describe all procedures, step by step, that will be used in the proposed project. Include documentation of all safety protocols, data collection techniques, data sheets, sample collection techniques. Describe how many samples will be collected, where, which species, time of day (if specific), gender, how often individuals will be handled and how long each individual will be handled (if captured and released). Describe handling techniques and equipment use for capturing, handling, and collecting. Describe anticipated impacts of the project on target populations, impacts on other species, effects of installations, effects of invasive procedures, methods for evaluating impact of the proposed project, methods for reducing or compensating for impacts. Describe how and where samples will be stored in the Refuge and once they are removed from the Refuge. Describe techniques for sample processing both in and outside of the Refuge. Describe how samples will be transported out of the Refuge. Describe all training, experience, and capabilities of those who will be conducting the sample collection and analysis. If the project is connected with one or more graduate research projects, please attach all institution approved graduate research proposals which correspond with this project.

11. List funding sources. If funding for the proposed project is coming from a source such as a grant, provide documentation that shows the funding has been awarded. If the funding has not been awarded at the time this Application is submitted, please note this and provide an expected award date.

12. List all literature cited in writing this Application as well as other publications relevant to the proposed project.

13. Please check the relevant insurance that you have in place. NOTE: All vessels must be covered by Wreck Removal and Pollution Insurance. Please attach copies of the corresponding policies.

14. Please check the relevant inspections/certifications that you have scheduled. NOTE: All vessels entering Refuge waters must be inspected and certified Rat Free and must have current hull, ballast water, and tender vessel inspections before entering the Refuge. All gear and equipment must also be inspected.

15. If permits are required by other entities (e.g. State of Hawai'i permit from the State Division of Forestry and Wildlife for the Kure Atoll Wildlife Sanctuary, Endangered Species Act permit, Marine Mammal Protection Act permit, State film permit), list them and attach them to the Application. If such permits have not been obtained at the time you submit this Application, please note the progress in obtaining them and attach copies of the applications which you have submitted for such permits.

16. Provide a list of all other projects in the State Marine Refuge to which your proposed project is related. If applicable refer to it by Permit number and Title. Describe any samples and/or data that other Permittees will collect for your proposed project, and describe any samples and/or data you will collect for other Permittees. Describe how any samples and/or data may be shared by yourself and other Permittees.

Section C: Logistics

17. The “Project Start Date” and “Project Completion Date” should reflect the span of the entire life of the proposed project. In other words, these dates should show if the proposed project is a multi-year project and how many years the proposed project is expected to be conducted in the State Marine Refuge.

The “Dates Actively in the State Marine Refuge” should reflect the dates during the current calendar year in which this Permit Application is proposing work within the Refuge. In other words, what are the dates of the specific field season in which you are applying for a Permit? If specific dates cannot be determined at the time of application, describe what information the dates are pending on (e.g., ship schedules, flight schedules). You must at least describe the windows of time you wish to visit the Refuge such as during a specific nesting season or quarterly, and you must describe how long you wish to stay.

18. Check the boxes to indicate what gear and materials you would like to take with you and specify types of chemicals.

19. Describe any fixed installations and instrumentation you would like to install on the Refuge. Where will it be installed? How will it be installed? How long will it be installed? Who will maintain the equipment and how often? How and when will it be removed? Attach pictures and/or diagrams of the proposed installation.

20. In addition to Permit reporting requirements, when do you expect the following to be completed: sample analysis, data analysis, write-up and publication of information gathered within the Refuge. NOTE: All data and samples collected in the State Marine Refuge are the property of the State of Hawai’i.

21. Please provide detailed vessel information.

CHECK LIST: DID YOU INCLUDE THESE?

- ☐ Electronic and hard copy of Application
- ☐ Project Leader CV or Resume
- ☐ Sub-Permittee/Assistant CV(s)/Resumes
- ☐ Maps of Project Location
- ☐ Funding documentation
- ☐ Documentation of Insurance
- ☐ Documentation of all required Federal and State Permits or applications for permits
- ☐ Additional information as needed